

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Washington, DC 20406

DD/A REGISTRY
76-3012



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File Travel 6

Mr. John F. Blake
Deputy Director for Administration
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Blake:

This is to advise you of the publication of proposed changes to selected provisions of the Federal Travel Regulations (FTR), FPMR 101-7 (41 CFR 101-7). The proposed changes were published in the Federal Register on May 20, 1976. Many of the proposals have been previously circulated to agencies. However, due to modifications and the addition of new proposals, we are requesting that agencies review the proposed changes as published in the Federal Register and submit their comments and recommendations for consideration.

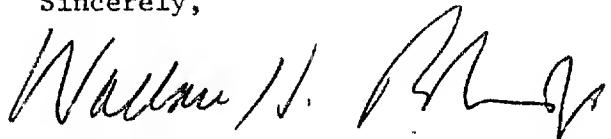
The Federal Travel Management Division (FTR) is also working on a comprehensive revision of the entire FTR. The purpose of this revision is two-fold. First, it will include a new format and style of presentation to facilitate use and understanding by all users to the maximum extent possible. We also plan to include more detailed guidance in areas which are vague and subject to misinterpretation. Secondly, it has been recommended that the revised FTR be sufficiently substantive and lucid to facilitate agency adoption of the FTR as the basic travel regulation which could then be supplemented by inserting additional pages, where necessary, to implement areas of agency discretion and unique requirements.

In addition to the inherent cost avoidance benefits in reducing printing, distribution, and administrative costs, the proposal will be consistent with Government-wide objectives to reduce paperwork.

We would appreciate your comments on the proposed changes to the selected provisions of the FTR as soon as possible but no later than the date specified in the Federal Register. In addition, we are

requesting your comments and recommendations on our proposed revision of the entire FTR as discussed above. Your comments and recommendations on this subject may be submitted separately, but no later than June 30, 1976, to the General Services Administration, Federal Supply Service (FZR), Washington, D.C. 20406.

Sincerely,



Wallace H. Robinson, Jr.
Commissioner

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